

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 299PAGE
NO. 1. ✓1. Requesting Agency **MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION**2. Division or Bureau of Requesting Agency
PLANNING DEPARTMENT, MONTGOMERY COUNTY

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<u>SUBDIVISION HOUSE NUMBER FILE</u> Size: 8" x 14" Dates: 1927 - - Quantity: Legal-size file cabinet (10 cubic feet) File Arrangement: Chronological by date received and assigned number This is a file of preliminary subdivision plans (Schedule No. 300, Item 7) which is used for preparing house numbering grids. RECOMMENDATION: RETAIN PLANS WHILE CURRENT, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
2.	<u>ZONING ATLAS (REGISTER)</u> Size: 20" x 24" x 2" Dates: Current Quantity: 2 volumes File Arrangement: Chronological by date received and chart number Index: By coded chart index The Zoning Register contains maps of all zoned areas in Montgomery County. The several classifications of zoning are indicated by variations of shading on each map. This book is maintained on a current basis, sheets are replaced as they become obsolete or are superseded. One volume is located in the Information and Records Office and one in the office of the Planning Engineer. Notations:	

7. Agency, Division or Bureau Representative

Signature

SECRETARY - TREASURER

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUN 9 57

Date

Archivist

JUN 19 1957

Date

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 299PAGE
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	---	--

of Board of Appeals cases are also shown.

RECOMMENDATION: RETAIN SHEETS UNTIL SUPERSEDED AND REPLACED AND THEN DESTROY SHEETS REPLACED.

3. ZONING BOOK TRACINGS

Size: 19" x 19" (average)

Dates: 1927 - -

Quantity: 1 map drawer (2½ cubic feet)

File Arrangement: Chronological by date made

These are transparencies of zoned areas in Montgomery County which are used to trace zoning on street and subdivision maps.

RECOMMENDATION: RETAIN SHEETS UNTIL SUPERSEDED AND REPLACED AND THEN DESTROY SHEETS WITHDRAWN.

4. HOUSE NUMBER REQUESTS

Size: 3" x 5" cards

Dates: 1927 - -

Quantity: 8 card trays

File Arrangement: By district and name of person

The file cards list the name of the house owner, the subdivision or area, block and lot number, and the house number issued pursuant to the request.

RECOMMENDATION: RETAIN ENTRIES UNTIL SUPERSEDED, AND THEN DESTROY.

5. HOUSE NUMBER AND STREET NAME CHANGES

Size: 8½" x 11"

Dates: Current

Quantity: 40 ring binders, 11" x 8½"

7 file drawers (total 8 cubic feet)

File Arrangement: By area, and by date

This file is a record of changes in house numbers and street names, including the name of the area or subdivision, block and lot number, name of the owner or occupant, the old street name or house number, if any, the new name or number, and the date of change. Changes are made on the reference copies of the plats and maps.

RECOMMENDATION: RETAIN ENTRIES UNTIL SUPERSEDED, AND THEN DESTROY.

6. STREET NAMES

Size: 3" x 5" cards

Dates: 1927 - -

APPROVED
HALL OF RECORDS COMMISSION

(continued)

SECRETARY

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 299

PAGE NO. 3

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7.	<p>STREET NAMES INDEX</p> <p>Quantity: 4 card trays File Arrangement: Serially by date received Index: See Item 7</p> <p>This file records the names of streets and their locations, and includes a cross reference number to the corresponding plat.</p> <p>RECOMMENDATION: RETAIN ENTRIES UNTIL SUPERSEDED, AND THEN DESTROY</p> <p>Size: 4" x 6" cards Dates: 1927 - - Quantity: 1 card drawer File Arrangement: Alphabetical by street name</p> <p>This file records alphabetical street listings and contains cross-references to the Street Name File (Item 6).</p> <p>RECOMMENDATION: RETAIN ENTRIES UNTIL SUPERSEDED, AND THEN DESTROY</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>

APPROVED BY
SECRETARY
1957